



## City of Austin - JOB DESCRIPTION



### Assistant Police Monitor

<b>FLSA:</b>	Standard/Exempt	<b>EEO Category:</b>	(20) Professionals
<b>Class Code:</b>	17046	<b>Salary Grade:</b>	BD0
<b>Approved:</b>	April 10, 2001	<b>Last Revised:</b>	June 11, 2001

#### Purpose:

To assist in the provision of civilian oversight of the Austin Police Department.

#### Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist in the acceptance of complaints filed by members of the public against police officers.
2. Compile, organize, evaluate and summarize statistical data.
3. Participate in the investigatory process.
4. Conduct initial interviews with the complainant explaining the oversight and investigative process.
5. Explain police policies and procedures to complainants.
6. Accompany the complainant to the Internal Affairs intake Office, if needed.
7. Communicate with the Austin Police Department and the Internal Affairs Division.
8. Forward any relevant information of an investigation to the Commander of the Internal Affairs Division.
9. Review and monitor investigations and critical incidents without interference.
10. Serve as the non-voting chairperson of the Police Review Panel and preside at the Police Review Panel meetings.
11. Interact with the community and keep the community informed about the work of the Police Oversight Monitor's Office.
12. Publish newsletters and make public appearances.
13. Maintain confidentiality.

#### Responsibilities - Supervisor and/or Leadership Exercised:

None.

#### Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of criminal law and employment law.
- Knowledge of State Civil Service Law and Civil Rights Law.
- Skill in administrative and management functions.
- Skill in strong interpersonal and supervisory relations.
- Skill in effective oral and written communication.
- Ability to interact with citizens, police officers and the community.
- Ability to demonstrate objectivity towards police and community interests.

#### Minimum Qualifications:

Bachelors degree and five (5) years of related work experience.

#### Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.